

1. Developed for Release 2001/08/07 : CIA-RDP78-07181R000200010020-4 limited to five characters. (January 1971)

2. Developed listing of footnote symbols and definitions. (January 1971)

X 3. Three memoranda prepared for Executive Director-Comptroller approval recommending changing the IN Career Service to EN and correction of exceptions to the rules of charging Supergrade positions and personnel. This is necessary for the Supergrade Report to be produced automatically and without any manual insertions. (April 1971) (No action accomplished)

4. Approximately 70 Forms 261 were issued between July and September 1971 to: shorten organizational titles to 36 spaces; standardize totals by Departmental [REDACTED] and Foreign Field by Staff and Military; input current ceilings; correct position titles to correspond with occupational codes; delete extra organizational titles such as Annex, Project Annex, etc; and realign organizational titles. (July-September 1971)

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7. Prepared memo for PMCD personnel on footnotes, totals, organizational title limitations, ceilings, suffixes and position titles to familiarize them with new requirements of Number 4 above. (August 1971)

8. Revised Occupational Handbook of Position Titles and Codes to include correct suffix abbreviations, footnote symbols and definitions, title abbreviations, wage board schedules (WG, WL, and WG), etc. to be issued prior to conversion to new system. The handbook is in the process of being retyped. (June-September 1971).

9. Reviewed military position titles and codes for inclusion in the Occupational Handbook of Position Titles and Codes. Shortened some abbreviations to conform to twenty space limitation. Obtained additional titles and codes and definitions for DIA military positions established on NP/C PCR. (September 1971)

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10. Issued Form 261 deleting nonceiling position totals from [REDACTED] PCR. (August 1971)

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11. Issued Form 261 deleting Special Detail-Internal and Special Detail-External from Temporary Assignment Staff. (August 1971)

X Pending

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12. Issued thirteen Forms 261 identifying intermediate level organizational titles thereby realigning all other organizational titles below the intermediate level. Intermediate levels were identified in Office of Personnel, Office of Security, Office of Finance, Office of Economic Research, [REDACTED] STATSPEC

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[REDACTED], Central Reference Service, Technical Services Division, Office of Special Activities, Near East Division, National Photographic Interpretation Center, Soviet Bloc Division, [REDACTED] and European Division. (September 1971)

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In the process of reviewing PCR's for intermediate levels two Forms 261 were prepared realigning organizational titles in Domestic Contact Service and Western Hemisphere Division. (September 1971)

A new component, Information Services Division has been established with intermediate levels. (October 1971)

13. Prepared memo for PMCD personnel on intermediate levels. (September 1971)

14. Issued Form 261 to delete asterisk and definition Accommodation Allocation from NE Division to conform to listing of footnote symbols and definitions. (September 1971)

X 15. Meetings were held with Office of Personnel personnel to discuss establishing Credit Union, Employee Activity Association and Insurance Branch positions on the OP PCR. Approval was given but cannot be accomplished at this time because of programing problems. (September 1971)

16. Issued three Forms 261 for Technical Services Division, Office of Logistics and NPIC to input "99" on GP and GA positions. (October 1971)

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17. In the review of station locations to determine if properly identified by [REDACTED] Foreign Field had the definition of [REDACTED] positions revised to exclude the [REDACTED] STATINTL and included in the definition of Foreign Field positions. (October 1971)

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X 18. Memo prepared on Executive Pay Rate positions for approval of Director of Personnel to insert numerical number opposite EP and change PL positions of DCI and DDCI to EP. (October 1971) (No action accomplished) *Memo sent out 1 nov 71*

19. Prepared memo to accompany PCR master for Agency components to insert organizational title abbreviations limited to five characters on titles through branch level. (October 1971)

20. Sent PCR masters to approximately 60 components for insertion of abbreviations for organizational titles. Reviewed PCR's upon return to insure that instructions were followed, . Answered inquiries of why, what and how on the above. (October 1971)

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21. Prepared memo for PMCD personnel on country/city codes, suffixes, footnotes, organizational titles abbreviations. (October 1971)

Modified Form 261 to include columns for suffixes, footnotes, country/city codes, emergency relocation and supervisory codes to be used until conversion to new system and new form is used. (October 1971)

As of 1 November 1971 all Forms 261 will be issued with country/city codes, suffix and footnote columns and organizational title abbreviations as necessary.

22. Instructed PMCD personnel on verification of country/city codes and insertion of codes where they were not automatically assigned. (October 1971)

All position locations identified except for:

28 Oct 1971

COUNTRY/CITY CODES

Undetermined Position Locations (99999) Not Identified:

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Clerical Unit/Temporary Assignment Staff

STATINTL Career Training Program, 

Career Training Program/Foreign Field

Position Exempted Activities / O Commo  
Most of the above were not identified because of sensitivity of project or location.

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28. Issued Form 261 on O/Security realigning [REDACTED]
29. Issued Form 261 on O/Security to establish separate position for identification of specific location. (Nov 1971)
30. As of 1 November 1971 all PCR Masters (58) sent to coding clerk in SRB for coding of organizational title abbreviations, country/city codes, suffixes and footnotes. Although PCR's were as of 30 Sept 1971 they were updated through 31 Oct 71.
31. All position locations identified except for ones in paragraph 22 above.
31. Updated listing of title suffixes and abbreviations. (Nov 1971)

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